



EMPLOYMENT OPPORTUNITY

COLLEGE OF THE SISKIYOUUS – HUMAN RESOURCES
800 COLLEGE AVENUE - WEED, CALIFORNIA 96094

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www.siskiyous.edu/jobs

MANAGEMENT VACANCY

CATEGORICAL/FULL-TIME (September 30, 2020)

POSITION: **PROGRAM GRANT MANAGER, APPRENTICESHIP INITIATIVE**

FILING DATE: **OPEN UNTIL FILLED**
FIRST REVIEW: JUNE 5, 2017

SALARY: **\$4,282 - \$5,739 PER MONTH**
\$51,387 - \$68,864 PER YEAR

JOB NUMBER: **2016-17-33**

****JOB DESCRIPTION PENDING BOARD APPROVAL****

The Position

Under the direction of the Dean of Career & Technical Education, perform a variety of complex and highly responsible administrative and program support activities for the Apprenticeship Initiative. Knowledge and experience in apprenticeship programs is essential. The position coordinates the development of project/program objectives and ensures grant guidelines are properly implemented and in compliance with applicable Federal and State guidelines and District policies and procedures. Employees in this job class function at a professional level, which requires budgetary, organizational, problem solving, and decision-making skills.

Essential Duties and Major Responsibilities

- Represents the College in a variety of meetings in support of the grant program and activities; maintains liaison with applicable agencies.
- Assists in the day-to-day activities and operations of the CTE grant program; develops annual program, plans; determines program requirements; establishes appropriate guidelines.
- Ensures that the operations and activities are in conformance and compliance with Federal and State guidelines, established grant specifications, program requirements and District policies and procedures.
- Plans, prepares and maintains project budgets.
- Works with educational partners to facilitates student success.
- Serves as a resource to others for data, research, special projects, schedules, and other information pertaining to the designated project/program.
- Assists in conducting needs assessments of students to determine particular program requirements and make appropriate recommendations.
- Plans, prepares and maintains projects/program budgets and assures program expenditures are within allocated budgets and within budget guidelines; prepares and submits required Federal and State institutional fiscal and accounting records.
- Researches and pursues grant opportunities to secure additional resources for the grant program.
- Identify and recruit appropriate apprenticeship sites in Northern California and Southern Oregon.
- Assist in development and implementation of support services.
- Create news releases, flyers and information packets.
- Identifies and maintains contact list of available community resources.
- Assist in drafting funding proposals.

OTHER DUTIES:

- Perform related duties as assigned.

Knowledge Required

- Management of a college grant program.
- FERPA.
- Applicable grant regulations, policies and procedures.
- Budget preparation and control.
- Cultural sensitivity.
- Oral and written communication skills.
- Principles and practices of administration, supervision and training.
- Applicable laws, codes, regulations, policies and procedures.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer and assigned software.

Ability Required

- Plan, organize and direct the implementation of grant funds.
- Assure compliance with District policies and procedures, federal guidelines and grant parameters.
- Provide grant services to appropriate participants in accordance with applicable policies and procedures.
- Facilitate and coordinate the operations of grant recruitment participants and employees.
- Analyze and evaluate program participation rates and practices.
- Supervise and evaluate the performance of assigned staff.
- Communicate effectively both orally and in writing.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Operate a computer and assigned office equipment.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Work independently with little direction.
- Plan and organize work.
- Prepare comprehensive narrative and statistical reports.
- Direct the maintenance of a variety of reports, records and files related to assigned activities.

Working Conditions

ENVIRONMENT:

- Office environment.
- Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

- Hearing and speaking to exchange information and make presentations.
- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.
- Sitting for extended periods of time.
- Walking.

Minimum Qualifications

1. Bachelor's degree
2. AND 2 years of experience related to the area of assignment.

Assignment and Salary

The annual salary range for this 12-month management position is \$51,387 - \$68,864. The starting salary for this position is \$51,387 per year or \$4,282 per month. Placement on the district salary schedule is based upon education and experience.

Benefits

The District offers an outstanding benefits package including medical, dental and vision coverage to employees and qualified dependents. A brief description of current benefit offerings is as follows:

- **Medical/Prescription:** Employees may select from six medical plan offerings to best meet the needs of their family. All medical plans are Blue Shield PPO Plans. Prescription coverage is provided by CVS/Caremark. The medical plan options range from a 90/10 plan with \$100 deductible, to a high \$1,250 deductible with 80% coinsurance after the deductible is met.

- Dental: Dental coverage provided through Delta Dental with up to a \$2,000 annual maximum and a \$50 deductible for non-preventative services.
- Vision: Vision coverage is provided by Vision Services Providers and provides for an annual exam with a \$10 co-pay, and lenses and frames or contact lenses up to specified limits.
- District/Employee Contributions: There is a four tier cap for employee benefits: \$9,117 for employee only, \$13,509 for employee + children, \$14,757 for employee + spouse, and \$21,573 for employee + family. Some plans require a monthly employee cost share.

In addition, the District provides vacation, sick leave and paid holidays. The employee participates in the Public Employee Retirement System through District and employee contributions.

Application Procedure

Applications will be accepted until the position is filled. The first review will begin on June 5, 2017 at 1:00pm. For an applicant to be considered during the first review, the Human Resources Office **must** receive **all** required documents. It is the applicant's responsibility to ensure that all requested materials are received. Materials submitted in addition to those listed below will not be considered in the screening process. All documents included in the application file become property of the College and will not be returned. Only completed application packets will be forwarded to the search committee. All inquiries and applications will be held in the strictest confidence.

To be considered a candidate for this position, the applicant must submit the following materials:

- A COS application cover sheet which can be found at www.siskiyous.edu/employment/documents/ApplicationCoverSheet.pdf
- A letter of application addressing the requirements and qualifications listed in this announcement. The letter should be no longer than five typed pages.
- A current resume, including educational background, professional experience, achievements and professional activities.
- Transcripts of college work. Foreign transcripts must include a U.S. evaluation and translation at the time of application. Copies are acceptable for application. Official transcripts will be required from the successful candidate.
- A list of four professional references, which include the reference's title and current contact information.

Application materials can be submitted via email, US Mail, fax or hand delivered to the HR Department.

Information about this position may be requested by writing, calling or emailing:

**Human Resources
College of the Siskiyous
800 College Avenue
Weed, CA 96094
Phone: 530-938-5317
Fax: 530-938-5380
HR@siskiyous.edu**

Selection Process

After the preliminary screening, selected candidates will be invited to the campus for an initial interview with the Search Committee. At the discretion of the District, videoconference interviews (in lieu of an in-person initial interview) may be offered. Candidates to be interviewed will be selected from applicants who most closely meet the minimum and desired qualifications. Meeting the minimum qualifications does not guarantee an interview. The Search Committee will recommend a slate of finalists to the Superintendent/President for a final interview.

The District reserves the right to re-advertise the position or to delay indefinitely filling of the position if it is deemed that applicants for the position do not constitute an adequate applicant pool or if funding is not available.

Conditions of Employment

Employees must satisfy all the pre-employment requirements prior to appointment that include, but are not limited to, tuberculosis clearance (EC 87408.6), fingerprint processing, and verification of their legal right to work in the United States. A pre-employment physical examination may be required.

Applicants requiring reasonable accommodations in completing the application or interview process must notify the Human Resources Office in advance.

College of the Siskiyous is an equal opportunity employer. The policy of the District is to encourage applications from ethnic and racial minorities, women, persons with disabilities, and Vietnam-era veterans. No person shall be denied employment because of ethnicity or race, color, sex or gender, gender identity, age, religion, marital status, disability, sexual orientation, national origin, medical conditions, status as a Vietnam-era veteran, ancestry, or political or organizational affiliation.

College of the Siskiyous is accredited by the Accrediting commission for Community and Junior Colleges of the Western Association of Schools and Colleges.